

## FEDERAL GUIDELINES

- Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Loan, Stafford Loan (subsidized and unsubsidized), & Parent Loan for Undergraduate Students).
- SAP is also required for the State of Kansas programs.
- The SAP policy for students receiving financial aid must be at the same level as for students not receiving aid and it must be applied consistently.
- The policy includes both a qualitative measure (cumulative grade point average-CGPA) & a quantitative measure (maximum hours for degree completion.)

## ESU GUIDELINES

### UNDERGRADUATE & TEACHER CERTIFICATION STUDENTS

- Undergraduate and teacher certification students must be admitted to and enrolled in an *eligible* degree or certification program.
- Continuing ESU students must meet the minimum requirements for their classification (see below)
- Returning ESU students (not enrolled one or more semesters) must complete a Readmission Application and meet SAP policies.  
Note: Conditionally admitted students are considered to be admitted to ESU

Qualitative Measure		Quantitative Measure		
<ul style="list-style-type: none"> <li>• Cumulative Grade Point Average (CGPA)</li> </ul>		<ul style="list-style-type: none"> <li>• Minimum Hour Completion per Semester/Term</li> </ul>		
<u>Credit Hours Completed</u>	<u>CGPA</u>	<u>Fall/Spring</u>	<u>Starting Hours</u>	<u>Must Complete</u>
1-29 hours	1.70 minimum		12 or more	9 per semester
30-59 hours	1.80 minimum		10 -11	8 per semester
60+ hours	2.00 minimum		9	7 per semester
Teacher Certification Students must maintain a minimum 2.00 CGPA.			6-8	6 per semester
			5 or less	All enrolled hours
		<u>Summer Only</u>	9 or more	7 per term
			6-8	6 per term
			5 or less	All enrolled hours

- Note: Courses attempted for the third time and courses with earned grades of "W", "F", "U" or "V" (audited) do not meet SAP guidelines for hours completed. All grades are included in calculating attempted (starting) hours that count toward courses repeated for the third time.
- Full-time undergraduate/teacher certification students (12 or more hours) must complete a minimum of 18 hours for fall/spring (9 hours for fall or spring only).
- Maximum hours for undergraduate degree completion:  
Undergraduate students may receive Title IV aid for up to 180 credit hours, or until a degree is complete, whichever occurs first.
- Maximum hours for students seeking Teacher Certification are determined by the student's advisor.

### **Other Information:**

- Required remedial course(s) will be considered in SAP determination.
- Consortium/2+2 Program - Consortium courses will be considered in SAP only after they have been completed and a student-requested academic transcript has been received by the financial aid office. A consortium agreement must be completed for each semester/term for which a student is requesting financial aid.

### GRADUATE STUDENTS

- Graduate students must be admitted to and enrolled in an eligible degree program.
- Full-time graduate students (7 or more hours) must complete a minimum of 10 hours for fall/spring (5 hours for fall or spring only).

Qualitative Measure		Quantitative Measure	
<ul style="list-style-type: none"> <li>Cumulative Grade Point Average (CGPA)</li> </ul>		<ul style="list-style-type: none"> <li>Minimum Hour Completion per Semester/Term</li> </ul>	
<u>Credit Hours Completed</u>	<u>CGPA</u>	<b>Summer/Fall/Spring</b>	
1 or more graduate hours	3.00 minimum	<u>Starting Hours</u>	<u>Must Complete</u>
		7 or more	5 graduate hours per semester
		4-6	4 graduate hours per semester
		3 or less	All enrolled graduate hours

- Note: Courses attempted for the third time and courses with earned grades of "W", "F", "U" or "V" (audited) do not meet SAP guidelines for hours completed. All grades are included in calculating attempted (starting) hours that count toward courses repeated for the third time.
- Maximum hours for graduate degrees are:

<u>Degree</u>	<u>Maximum Hours</u>
Masters	60**
Doctorate	Consult with the Financial Aid Office

## ALL STUDENTS

Financial Aid Suspension will occur if:

- You withdraw from or fail all courses
- You fail to achieve the required CGPA and/or minimum required credit hours at the end of the spring semester of each academic year
- You exceed the maximum number of hours allowed to complete a degree.

### *How does SAP work?*

After grades are posted for the spring semester, they are reviewed to determine future eligibility. You are notified by mail if you do not meet the standards. Failure to maintain eligibility will result in cancellation of your financial aid. Aid is suspended after summer or fall only if you fail to earn any credits.

### *What happens if I receive a financial aid caution letter?*

A caution letter, issued after the summer/fall grade review, alerts you to the possibility that you may not be eligible for future financial aid if your academic performance does not improve.

### *What if I do not return the semester following the caution letter?*

If you do not return the following semester, your aid will be in suspension.

### *How do I appeal for reinstatement of financial aid?*

Submit a written appeal and supporting documentation to the Financial Aid Office by the 5<sup>th</sup> day of class for fall/spring semesters or by the 2<sup>nd</sup> day of summer school. Late appeals will be considered for the next semester. Forms are available in Financial Aid or online in PDF form by clicking [here](#). **Financial aid suspension and reinstatements decisions made by the Financial Aid Director/Satisfactory Academic Progress Committee are final.**

### *What happens next?*

One of the following: 1) you will be reinstated for any **available** aid for which you are eligible\*; 2) you will be required to meet with the SAP Committee for further consideration; 3) your appeal will be denied and you will need to attend a full-time semester using your own resources and meet all SAP requirements before being considered for financial aid. (If you are appealing due to exceeding maximum hours for a degree you **MUST SUBMIT A DEGREE PLAN** with your appeal.)

**\*Note: If you are reinstated, you may be required to attend a financial aid workshop prior to future money being released.**

### *If I attend one semester on my own, how can I get my financial aid reinstated?*

Once you satisfactorily complete a full-time semester, notify Financial Aid and request financial aid reinstatement.

### *Can I attend classes without financial aid?*

If you lose your financial aid eligibility but are not academically suspended from ESU, you may enroll and pay tuition and fees from your own resources.

### *What if I withdraw during the semester?*

Refund/repayment and Return of Federal Title IV Funds policies will be followed and could require repayment of all or part of aid received to the university and/or federal aid programs. Contact Cashiering Services, Plumb Hall 104 or 620-341-5135 by phone for more information. Future financial aid will also be suspended.

**If you have questions about the ESU Satisfactory Academic Policy, its requirements, enforcement, and/or appeal procedures that are not addressed in this brochure, please contact us. At all times, you are strongly encouraged to ask questions or seek clarification of any policy you do not understand.**